

Vendor Management Desk Manual 5.0

Supplemental Job Aid

Date: 07/12/2017

Revision History

Date	Version	Location	Update Description
07/12/2017	5.0	Entire Document	Transferred to new template and changed 'vendor' to 'supplier'. Minor updates to align with current FI\$Cal / VMG requirements and functionality. Provided clarification for DBA's. Changed "FSC" to "VMG" and updated contact information for VMG.

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Date: 7/12/2017

Target Audience: Department Vendor Processor (DVP)

Purpose: The Vendor Management Desk Manual Job Aid covers the FI\$Cal supplier record procedures for DVPs.

Table 1: **Acronyms and Definitions**

Acronym	Definition
AMEX	American Express
DBA	Doing Business As
DGS	Department of General Services
DVP	Department Vendor Processor
FEIN	Federal Employer Identification Number
FSC	FI\$Cal Service Center
LPA	Leveraged Procurement Agreement
SCPRS	State Contract & Procurement Registration System
SCO	State Controller's Office
SSN	Social Security Number
TIN	Taxpayer ID Number
VMF	Vendor Management File
UCM	Uniform Code Manual
SURF	Supplier Update Request Form

1. Introduction

The Vendor Management Desk Manual covers the FI\$Cal Supplier record procedures for DVPs. Please note: the words Vendor and Supplier are used interchangeably in this manual. Both are intended to mean the same.

This manual covers the following topics:

1. Searching for a Supplier
2. Adding a New Supplier
3. Updating a Supplier
4. Parent/Child Supplier Record Relationships (“Doing Business As” Names or DBAs)
5. STD 204 Requirements
6. Format Standards

1.1 General Vendor Record Policies

1. For expedited processing, DVPs must contact the Vendor Management Group (VMG) at

Email: vmsupportunit@fiscal.ca.gov

The DVP must provide the Supplier ID and the reason for the expedited processing.

2. All required fields in PeopleSoft are preceded with an asterisk (*).
3. Accurate data entries into FI\$Cal is key. Every FI\$Cal supplier Taxpayer ID Number (TIN) and supplier name will be validated against the STD. 204. If the information does not match, the (new) supplier record will be denied, or the existing record will be placed in unapproved status until a correct STD. 204 is in place.
4. Departments must comply with the following supplier record submission requirements:
 - a. Every supplier record request, new and update (except governmental entities and employees) requires a [Payee Data Record, STD.204](#).
 - b. All submitted STD. 204s must comply with the following:
 - 1) The STD. 204 latest revision is 4/2017 and can be found at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

- 2) All sections must be completed.
- 3) The STD. 204 must be hand-signed by an authorized payee's representative (no digital or substitute signature methods allowed).
- 4) The Payee's Legal Business Name box must have:
 - a) The legal entity's name **AND**
 - b) (When applicable) The legal entity's "Doing Business As" (DBA) name. DBA names are also known as trade names or fictitious business names.

Example: SMITH INC DBA SMITH'S TIME PIECES

- c) Option 1: A supplier may submit a consolidated STD. 204, identifying all DBAs (providing they all share the same TIN).

Example: SMITH INC DBA JUST FOR KICKS, DBA BLOOMING DALE'S, DBA APPLE OF MY EYE

OR,

- d) Option 2: The vendor can submit one STD. 204 for each DBA.

Example:

STD. 204 1) SMITH INC DBA JUST FOR KICKS;
STD. 204 2) SMITH INC DBA BLOOMING DALE'S;
STD. 204 3) SMITH INC DBA APPLE OF MY EYE

Any supplier with a legal name and a DBA name will have a parent record (for the legal name) and a child record (for each DBA name). Refer to "Parent/Child Supplier Relationships" topic for more information.

- 5) In the case of a sole proprietorship, the owner's name should appear in the "Sole Proprietor" box of Section 2 and they must provide their Social Security Number in Section 3.
5. FI\$Cal's Vendor Record Naming Standards must be applied to all supplier records. (Refer to the Vendor Record Naming Standards section of this manual.)
6. The supplier record must be **approved** prior to awarding the procurement/contract or issuing a payment.

7. State agency and other government entity suppliers :
 - a. State agency Suppliers will be entered according to the FI\$Cal Vendor Naming Standards (see “FI\$Cal Vendor Naming Standards” topic). FI\$Cal will add this group of Suppliers into FI\$Cal. Please contact the VMG if you are unable to locate a State agency or other government entity in the VMF.
8. Address and Contact Information updates:
 - a. The DVP will complete a Supplier Update Request Form (SURF) and submit it to the VMG to review and update the supplier record. (See the Supplier Update Request Form procedures section below.)
9. Duplicate suppliers:
 - a. The System checks for duplicate suppliers by name and Taxpayer Identification Number (TIN). If there is a match, the system will place a “soft” stop and alert the user that a duplicate supplier exists. Users should determine if the supplier is a true duplicate or if the duplicate is due to a special relationship, e.g., DBA names.
 - i. If a true duplicate exists, do not add another supplier record. Instead, review the existing record to ensure all address and contact information exist that is needed for the transaction. If the STD. 204 that you have contains new information, then complete the SURF process to add the new information to the existing record.
 - ii. If the duplicate is due to a DBA relationship, then follow the instructions in the Parent/Child Supplier Record Relationships section of this manual.

2. Searching for a Supplier

While there are multiple ways to search for suppliers in FI\$Cal, the following procedure describes the three most commonly used search methods—by Supplier Name, TIN, and Supplier Status.

Step	Action
1.	<p>Search for existing suppliers by navigating to the Review Suppliers option:</p> <p>Navigation: Main Menu → Suppliers → Supplier Information → Add/Update → Review Suppliers</p> <p>Multiple search options exist. To help refine searches, the “Name” and “Address” fields provide secondary drop-down options, including:</p> <ul style="list-style-type: none"> • Equal To • Contains (casts a wider search net) • Not Equal To

2.1 Search by Supplier Name

Step	Action
1.	Within the Review Suppliers screen, under the “Name” section, change the drop-down option from “Equal to” to “Contains” (as preferred).
2.	<p>Enter the supplier name into the Name field.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • This field is not case sensitive. • Partial names may be entered. • To generate more refined search results, avoid using broad single terms, such as “the”.
3.	Click the Search button at the bottom of the page.
4.	The “Search Results” table will open the matching supplier record, produce a list of entries that contains the name you entered in the “Name” field (if the “Contains” option is used), or display the following message, “There are no rows available that meet your search criteria.”
5.	Review the list for any existing/duplicate suppliers. (See “Parent/Child Supplier Record Relationships” topic regarding duplicate suppliers.)
6.	Use the Clear button to clear previously entered search criteria to begin a new search.
7.	Repeat the name search using various combinations and versions of the supplier name(s).

2.2 Search by ID Type/TIN

The “ID Type” field in the **Review Suppliers** screen defaults to “TIN”. The TIN is either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN).

Step	Action
1.	Within the Review Suppliers screen, in the “ID Type” field, enter the desired supplier’s full 9-digit FEIN or SSN (without any spaces or dashes).
2.	Click the Search button at the bottom of the screen.
3.	The “Search Results” table will list any supplier record(s) that match the entered TIN or display the following message, “There are no rows available that meet your search criteria.”
4.	Use the Clear button to clear previously entered search criteria to begin a new search.

2.3 Search by Supplier Status and Classification

Step	Action
1.	<p>Within the Review Suppliers screen, in the “Supplier Status”, choose one the of the following types:</p> <ul style="list-style-type: none"> • Approved • Denied • Inactive • To Be Archived • Unapproved
2.	<p>Next, choose one of the following as the classification type:</p> <ul style="list-style-type: none"> • Attorney • Corporation • Employee • Estate or Trust • Government • Individual • Partnership • Sole Proprietor

Step	Action
3.	Click the Search button at the bottom of the screen.
4.	The “Search Results” table displays all the supplier matching the selected criteria.
5.	Use the Clear button to clear previously entered search criteria to begin a new search.
6.	You have successfully searched for a supplier record in FI\$Cal.

3. Adding a New Supplier

Most supplier records will be created by the DVPs and will workflow to the Vendor Management Group (VMG) for approval. This set of procedures addresses adding a unique (non-existent or non-duplicate) Supplier into FI\$Cal. Duplicate suppliers are addressed under the “Parent/Child Supplier Record Relationships” topic.



3.1 Initiating the Add Process (DVP role-based)

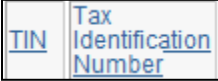
Step	Action
1.	DVP receives an internal Add Supplier request and a supporting “Payee Data Record” (STD. 204).
2.	Ensure that the STD. 204 is complete and signed by an authorized payee’s representative. Resolve any STD. 204 issues with the supplier. NOTE: Verify that the payee name and TIN on the STD. 204 are accurate to prevent a delay in a payment or procurement transaction.
3.	Determine if a supplier record exists in FI\$Cal using various search methods (from the STD. 204) by navigating to the “Review suppliers” menu. (Refer to “Searching for a Supplier” topic for further information.) Navigation: Main Menu → Suppliers → Supplier Information → Add/Update → Review Suppliers
4.	Perform a thorough TIN, Name, and Address search to rule out the existence of a duplicate supplier. Search results should indicate that a supplier record does not exist and a new Supplier can be added. (See “Parent/Child Supplier Record Relationships” topic regarding duplicate suppliers.)

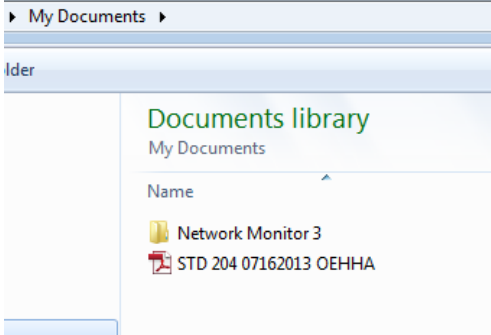

Step	Action
5.	<p>Click the Add Supplier link in the far-right lower corner of the page.</p> <p>The Supplier Information search screen will display.</p>
6.	Click on the Add a New Value tab.
7.	<p>The “SetID” field will default to “STATE.” (No other SetIDs have been established.)</p> <p>The “supplier ID” defaults to “NEXT,” which assigns the next consecutive Supplier ID# when the record is saved.</p> <p>NOTE: DO NOT CHANGE the Supplier ID! If the “Supplier ID” field happens to be changed, click on any main menu option at the top of the screen; or if the “Save” message appears, click “No”. This prevents the Supplier ID from being erroneously assigned.</p> <p>The “Persistence” defaults to “Regular.”</p>
8.	<p>Click the Add button.</p> <p>The Identifying Information page displays. Proceed to Identifying Information tab section below.</p>

3.2 Identifying Information Tab

The **Identifying Information** tab accommodates primary information about the supplier, such as their legal and DBA names, their classification (corporation, partnership, sole proprietorship, etc.), and their TIN.

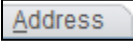
Step	Action
1.	<p>The Open for Ordering checkbox is defaulted to checked; this box must be checked in order to generate a purchase order. The Withholding checkbox must be checked to indicate that the supplier is eligible for 1099 reporting.</p> <p>NOTE: Entities that indicate “Corporation-All Other” or “Corporation-Exempt” on their STD 204 must not have a check mark in the withholding check box.</p> <p>Use the STD. 204 to complete the identifying information in the following steps.</p>
2.	<p>In the “Supplier Name 1” field, enter the “Payee’s Legal Name.”</p> <ul style="list-style-type: none"> • Use appropriate naming standards as defined in the FI\$Cal Vendor Record Naming Standards section • The field allows a maximum of 30 characters
3.	In the “Supplier Short Name” field, enter the first 10 characters of the “Supplier Name 1” field (no spaces or punctuation ;).
4.	The “Persistence” field indicates how the supplier should be paid. “Persistence” should always indicate “Regular”.
5.	In the Classification field, Choose Supplier Classification from the drop down (Corporation, Partnership, Sole Proprietor, etc.)
6.	Scroll down the page and click “  ” to expand the “Additional ID Numbers” section.
7.	Click in the “Type” field or on the Search “  ” icon to display the types of ID Numbers.

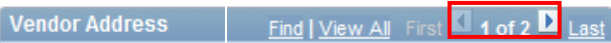
Step	Action
8.	<p>Click on the TIN-Tax Identification Number link or enter 'TIN'.</p>  <p>Note: There are several different values to choose from in this section. TIN is the only value used by FI\$Cal.</p>
9.	<p>From the STD. 204, "Payee Entity Type" section, enter the appropriate 9-digit FEIN or SSN into the "ID Number" field (no hyphens or spaces).</p> <p>NOTE: SSNs will be masked (for confidentiality) upon saving.</p>
10.	<p>Clicking the Check for Duplicate button prompts the system to validate (by TIN number and supplier name) that the supplier created does not already exist.</p>
11.	<p>If there are no duplicate suppliers, the message "No suppliers matching the duplicate check criteria were found in the system" is displayed.</p> <p>Please note: Due to BidSync conversion in 2015, some approved Suppliers exist without a STD 204. These Suppliers are not eligible for Purchase Orders or Vouchers. To transact with this Supplier, a SURF with a STD 204 must be completed.</p> <p>Click the OK button.</p>
12.	<p>(EXTERNAL TO FI\$Cal) Scan the STD. 204 and name the file "STD 204 00000000 <STD. 204 signed date MMDDYYYY> <DEPT'S ACRONYM>"</p> <p><u>EXAMPLE:</u> STD 204 07162013 OEHHA (STD 204 signed date Dept/BU)</p> <p>NOTE: The STD 204 filename character limit is 22 characters. The attachment to the supplier record will error out if it is too long.</p> <p>(RETURN TO FI\$Cal, <i>Identifying Information</i> tab.)</p>
13.	<p>Click the Attachments (0) link to activate the attachment upload process. NOTE: The number within the parentheses indicates the total number of attachments uploaded.</p>
14.	<p>Click the Add Attachment button.</p>
15.	<p>Click the Browse button to locate the appropriate file.</p>

Step	Action
16.	Click the appropriate STD 204 file from the appropriate location. 
17.	Click the Upload button. NOTE: The attachment will appear in the “Supplier Attachment Details” section.
18.	Click the OK button. NOTE: The Attachments link now shows a “(1)”.
19.	Click on the expand button “  <h3>3.3 Address Tab</h3>

The **Address** tab is used to enter ALL addresses for a supplier. A supplier can have multiple addresses. Each new address has an auto-generated Address ID and has a description field to help identify that location’s specific address along with any associated phone numbers. The **Address** tab also establishes the address information for the **Contacts** and **Location** tabs.

Note that there is a (description) header for each “Address ID” and a corresponding “Details” section displaying the address and phone information, including all historical changes made under that Address ID.

Step	Action
1.	At the top of the page, click on the Address tab. 
2.	In the “Supplier Address” header section, enter the appropriate term in the “Description” field. The “Mailing Address” on the STD. 204 can be entered as an additional address if it is different from the “Business Address.”
Step	Action
3.	In the “Details” section, using the appropriate Naming Standards, enter the Business Address from the STD. 204 into the corresponding fields: <ul style="list-style-type: none"> • Effective Date (defaults to the current date) • Country (<u>defaults to USA</u>) • Address 1 • Address 2 • City • County – DO NOT USE • Postal (Zip Code) (+4, if available, no hyphens) • State (enter or select the appropriate state from the list when you place your cursor in the State field) • Email ID (enter the Email Address from the “Name and Address” section of the STD. 204)
4.	In the “Phone Information” section, select the appropriate phone description “Type” for that address from the drop-down list.
5.	Enter the country code in the “Prefix” field if the phone number is out of the country. DO NOT use this field for the USA area code.
6.	Enter the 10-digit phone number (area code and phone number, no punctuation, symbols, or spaces) from the Authorized Payee’s Representative section of the STD. 204 in the “Telephone” field.
7.	Enter an extension number in the “Extension” field, if provided.

8.	<p>To add additional supplier addresses in the “Supplier Address” header section, click the plus sign “ </p>
9.	The address information displays on the page as the page is refreshed.
10.	Continue to the Contacts tab section.

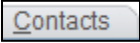
3.4 Contacts Tab

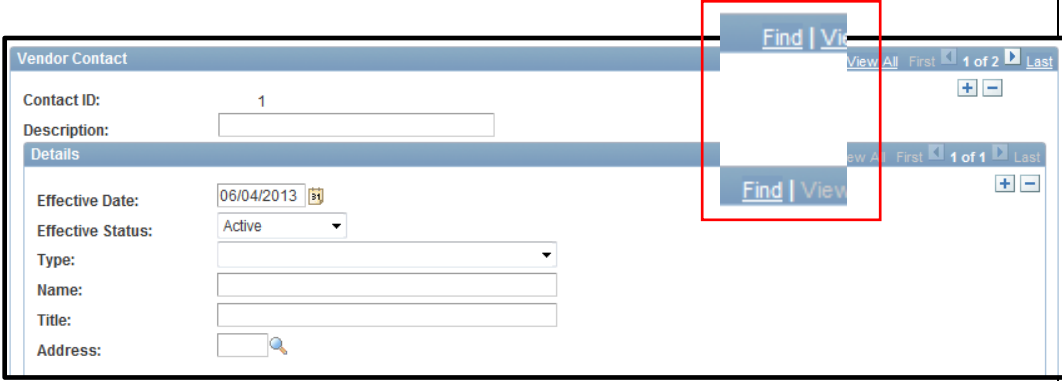
The **Contacts** tab allows departments to identify all of the contact information for a supplier. A Contact ID is auto-generated for each new contact added. The contact's name, address, and contact information is captured in this section. Departments have a little more flexibility when describing their contacts.


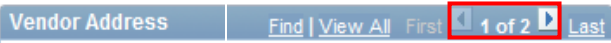
Typically, the first contact entered is the Payee's Authorized Representative's contact information from the STD. 204.

The functionality in the **Contacts** tab works similar to the **Address** tab where a header identifier (Contact ID) consolidates one or more related pieces of detailed information (contact Details).

Example: Consider a rolodex with American Express (AMEX) as the supplier. Within AMEX there are regional accounting offices (north, south, east, and west). The regional offices can be grouped as north (Contact ID 1), south (Contact ID 2), and so on. Within the north group (Contact ID 1), there are five sub-regional locations with single contact, or one sub-regional location can have multiple contacts.

Step	Action
1.	At the top of the page, click the Contacts tab. 

Step	Action
2.	<p>In the “Supplier Contact” header section, enter a term into the “Description” field that helps the department easily identify the contact.</p> <p><u>STANDARD ENTRY TIPS:</u></p> <ul style="list-style-type: none"> To help departments better manage their contact information, we recommend beginning each description field with the department’s Business Unit Number followed by a description term. Example: 3980 N Regional Sales (3980 is OEHHA’s business unit number). It is recommended that departments use common descriptions for similar contacts for standardized search results. Example: Sales, etc. It is also recommended that departments maintain a list of their Supplier contacts by Contact ID as the contacts list can be quite extensive. The Find links in the “Supplier Contact” and “Details” sections allow users to search for specific information within those sections. Example: The Find option allows a user to search for Contact ID or Description. A user can similarly search for the data in the “Details” section fields. 
3.	The “Effective Date” field defaults to the current date.
4.	The “Status” field defaults to “Active”.
5.	Select the appropriate contact “Type” from the drop-down list (optional).
6.	Using the STD. 204’s Authorized Payee Representative’s information, complete the “Name” and “Title” fields.

Step	Action
7.	In the “Address” field, enter the number “1” to tie this contact’s address back to the supplier’s first address entered in the Address tab. Since it is a new supplier record, this will likely be the only address listed for the vendor.
8.	Enter the “Email ID” from the STD. 204, “Name” and “Address” section.
9.	The Telephone information will populate based on the previously entered address ID.
10.	<p>To add additional contacts in the “Supplier Contact” header section, click the plus sign “” at the far right of the header section.</p> <p>NOTE: In the “Supplier Contact” header section, the contact count is displayed and will incrementally increase as more contacts are added.</p> 
11.	The address information displays on the page as the page is refreshed.
12.	Continue to the Location tab section.

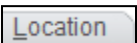
3.5 Location Tab


The **Location** tab houses the purchase order, shipping, and remittance information by supplier location. DVPs typically enter this information. A supplier location is not a physical address. Each supplier can have only one default location (which will be shared statewide), but there can be multiple locations.

The **Location** tab also houses the supplier’s 1099 information and is where the classification of a **TIN** as a **SSN** or EIN is located.

The **Location** tab also establishes if and whether to apply sales tax to purchase orders and must be designated for every supplier location.

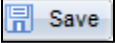
The information for the default location appears on all payables and procurement documents for the supplier, but users can change the location when necessary. Departments can add as many locations as they choose.

Step	Action
1.	<p>At the top of the page, click the Location tab.</p> 

Step	Action
2.	Enter the identifier “Main” into the Location header field.
3.	A longer description can be entered in the “Description” field. This is not a required field.
4.	<p>In the “Details” section, click on the Procurement Options link to enter that location’s procurement-related information. The Procurement Options page is displayed (sample below) with “Address 1” and Address 1’s “Location” defaulted in the listed procurement options.</p> <p>Procurement Options</p> <p>SetID: STATE Location: MAIN Vendor ID: 0000000029 Description: Main Location Short Vendor Name: SAFEWAY SAFEWAY-002 Name: Safeway Expand All Collapse All</p> <p>Ordering</p> <p>Vendor: 0000000029 Safeway *Address: <input type="text" value="1"/> MAIN Search 34244 Watt Avenue Sacramento, CA Location: MAIN Main Location</p> <p>Pricing</p> <p>Vendor: 0000000029 Safeway *Location: <input type="text" value="MAIN"/> Main Location</p> <p>Returning</p> <p>*Vendor: <input type="text" value="0000000029"/> Safeway *Address: <input type="text" value="1"/> MAIN Search 34244 Watt Avenue Sacramento, CA Location: MAIN Main Location</p> <p>Ship From</p> <p>Vendor: 0000000029 Safeway Address: <input type="text" value="1"/> MAIN Search 34244 Watt Avenue Sacramento, CA Location: MAIN Main Location</p>
5.	<p>Scroll down and click on the expand button “” to expand the Procurement Card.</p> <ul style="list-style-type: none"> Check mark the Accepts Procurement Card as payment method box. Select “Visa” as the Type of Procurement Card Accepted.

Step	Action
6.	Click the OK button at the bottom of the page to save the changes.
7.	On the Default Location screen, click on the Sales/Use Tax link.
8.	On the Tax Options screen, “Sales/Use Tax Applicability” section, click the “Sales/Use Tax Applicability” drop-down option and select “Sales Tax”.
9.	Click the OK button at the bottom of the page to save the changes and to return to the Location tab, Default Location screen.
10.	On the Default Location screen only, update the 1099 Options.
11.	<p>In the “1099 Information” section:</p> <p>NOTE: Do not complete for “Corporation-All Other” or “Corporation-Exempt.”</p> <ul style="list-style-type: none"> • Entity = IRS • Type is the type of 1099 the supplier will receive: <ul style="list-style-type: none"> ○ 1099 – 1099 Miscellaneous ○ 1099I – 1099 Interest • Jurisdiction = FED • Default Class is item being purchased (7 is the most common) • 1099 Status = RPT
12.	<p>In the “1099 Reporting Information” section (complete this section for all suppliers):</p> <ul style="list-style-type: none"> • Entity =IRS • Address is where the 1099 will be mailed (in most cases Address 1) • TIN type = <ul style="list-style-type: none"> ○ SSN = Social Security Number ○ FEIN = Federal Employer Identification Number <p>Taxpayer ID# will default from the number entered on the Identifying Information tab.</p>
13.	Click the OK button.

3.6 Custom Tab

Step	Action
1.	In the “BidSync Supplier ID” field, enter 1234567.
2.	Click the Save button. 
3.	FI\$Cal assigns the supplier record a new Supplier ID with the next consecutive system-generated number. The DVP receives an email showing that the supplier Add Request has been workflowed to the VMG for review and approval. An approval or denial email will be sent back to the DVP once the VMG completes their review and decision.

3.7 Summary Tab

The **Summary** tab provides a summary of the supplier’s key identifying contact, procurement, and payables-related information. You have successfully entered a new supplier record into FI\$Cal.

4. Updating a Supplier Record

Updating a supplier record occurs when the DVP receives a request to change an approved supplier’s information. The type of change will drive the method used. Classification and TIN changes will require a new supplier record. Address and contact changes will use the online Supplier Update Request Form (SURF). The DVP completes an online SURF. The SURF is then workflowed to the CVA for review and approval. Once approved the SURF is workflowed to the VMG, who updates the supplier record. If the VMG does not approve the SURF, it is returned (via workflow) to the DVP with an explanation for the denial.

4.1 What Constitutes a Supplier Record Change?

A supplier record change occurs when an update to an approved supplier record occurs. This includes:

- Supplier’s name
- Address (add or edit)
- Contact information (add, edit, or inactivate a contact)

- A parent/child supplier record or DBA name relationship needs to be updated.

4.2 Supplier Classification or TIN Change?

If a Supplier changes their classification, it is likely their TIN will also change. In this case, a new supplier record must be created and the old supplier record will be inactivated. DVPs must attach a new STD. 204 to the new supplier record. (Refer to “Adding a New Supplier” topic.)

Supplier Address Change Support Documentation

When a supplier’s address changes, DVPs must attach to the SURF a new Payee Data Record (STD. 204).

4.3 Supplier Record Update Procedure

Data should not be deleted. Once a supplier record is approved, only VMG can edit supplier record data. For all address changes, be sure to indicate the Address ID impacted by the change request.

4.3.1 Department Vendor Processor - SURF Procedure

Step	Action
1.	The DVP will complete the SURF according to the updates needed.
2.	Attach a STD 204 and any other support documents to the SURF. After saving the SURF, click submit so that it is workflowed to the VMG for review.

5. Parent/Child Supplier Record Relationships

Non-sole proprietorships with a DBA name will have their supplier record set up with a parent supplier record (for their “legal entity” name) and a child record for each DBA or subsidiary. Because the parent and child records will have duplicate TINs, FI\$Cal will accept these duplicate supplier records to accommodate various procurement functionality needs. Each record (both parent and child) will have a unique supplier ID and both the suppliers will be available for procurement or payment transactions. Duplicate suppliers in all other cases are not allowed. This process requires a thorough analysis of comparing supplier information and determining or eliminating the existence of duplicate records.

In the case of sole proprietorships and individuals, the Parent/Child Supplier Record will not be created. The DBA name will be entered in the Supplier Name 1 field and the owner’s name will be entered in the Withholding Name 1 field and alternate payee in the Payment/Withholding Names section of the Address Tab.

How to Identify a DBA Name Situation

The following scenarios suggest a DBA name situation exists:

- The duplicate supplier TIN warning message is displayed when the **Check for Duplicate** button is clicked during the “Add” or “Update” supplier process.
- Found using Review Supplier page.

- The DBA name is specified on the Payee Data Record (STD. 204) or other supporting documentation.
- The DVP or VMG knows the DBA situation exists through available documentation or has had prior experience with the supplier (s).

How to Handle a DBA Name Situation

Either the DVP or VMG will encounter duplicate suppliers during the “Add or “Update” a supplier record process. A thorough search prior to adding or editing the supplier record with the TIN of the supplier will either return a list of matching suppliers with the same TIN, if they exist in the system, or not. If there are no matches, the supplier record can be added or updated through the normal protocols.

When a Parent or Child Supplier Record Exists

DVPs and VMG may encounter situations where a parent or child record may already exist in FI\$Cal because there were no obvious status indications at the time the record was created, e.g., the STD. 204 only had the corporate name or it only had the DBA name. In these cases, the existing record will have to be updated to reflect the appropriate parent or child record status.

5.1 Search for Duplicate Suppliers

Step	Action
1.	<p>Prior to adding a new or updating an existing record, search the system to verify that a duplicate supplier does not exist.</p> <p>Navigation: Main Menu → Suppliers → Supplier Information → Add/Update → Review Suppliers</p>
2.	<p>Using the supplier record source document (e.g., STD. 204), enter the supplier’s TIN in the “ID Type” field. (The adjacent drop-down search option defaults to “Tax Identification Number”).</p> <p>Click the Search button.</p> <p>If there is no TIN match, a “There are no rows available that meet your search criteria” message is displayed. Advance to Step 3.</p> <p>If there is a TIN match, the Search Results will produce a list of suppliers that match the TIN entered. Advance to “Search Results with Matching Suppliers” section below.</p>

Step	Action
3.	<p>Perform a secondary supplier name and/or address search.</p> <p>Adjacent to the “Name” (and “Address”) field, switch the search option drop-down list from “Equal to” to “Contains”.</p>
4.	<p>Enter the supplier’s name in the “Name” field (and/or address in the “Address” field).</p>
5.	<p>Click the Search button.</p> <p>If there is no match, a “There are no rows available that meet your search criteria” message is displayed. Continue with the normal protocol of adding or editing a supplier record. (See “Adding a Supplier” or “Updating a Vendor” topics.)</p> <p>If there is a match, the Search Results will produce a list of suppliers that match the search criteria entered. (See “Search Results with Matching Supplier” section below.)</p>
6.	<p>Repeat the name (and/or address) search (Steps 3 to 5 above) using different name and/or address combinations and/or use the other available search criteria as necessary until the search process is deemed thorough and complete.</p>
7.	<p>Continue with the normal protocol of adding or editing a supplier record. (See “Adding a Supplier” or “Updating a Supplier” topics.)</p>

5.2 Search Results Contains Matching Supplier

A search for duplicate suppliers may uncover “matching” suppliers where some of the information matches and not necessarily just the TIN. The user needs to determine if a “true” duplicate exists or if the matching is coincidental.

Step	Action
1.	From the Search Results list, select the supplier that has the most visible characteristics that suggest it could be a duplicate supplier. Note the Supplier ID(s).
2.	<p>Navigate to the Add/Update Supplier screen by clicking on the bread crumbs at the top of the screen:</p> <p>Add/Update → Supplier</p> <p>The Supplier Information search page is displayed. Click on Find an Existing Value tab if it is not already open.</p>

Step	Action
3.	<p>Enter the selected Supplier ID in the “Supplier ID” field. Click Search.</p> <p>The matching supplier’s record is displayed.</p>
4.	<p>Review the selected supplier record and compare its data with the supplier record being added or edited, analyzing similarities and differences; particularly the TIN, name, classification, and address(es).</p> <p>The goal is to see if the duplication is because the suppliers are identical or if one is a DBA.</p> <p>If the suppliers are deemed identical, the supplier record should not be added and the requestor should be directed to the existing supplier. If the request is a supplier record update, the supplier processor should work with the requestor to ensure the correct supplier record is being updated and make any appropriate edits and notify the requestor.</p> <p>If the duplicate supplier is discovered during the VMG’s approval review, VMG will deny the supplier record. In Approval Comments, enter “Duplicate supplier. See Supplier ID <XXXXXXXXXX> as a potential option.” Click the Save button. (See “Denying a Supplier” topic.)</p>

5.3 Setting Up the Parent Corporate Record

The parent corporate supplier setup process is the exact same as adding a regular supplier. All supplier records are considered parent until a relationship between supplier records occurs. The child(ren) record(s) has Supplier Relationship information to tie it to the parent supplier.

Step	Action
1.	<p>Start the “Add a Supplier” process. Navigate to the new supplier record’s Identifying Information page. (See “Adding a New Supplier” topic.)</p> <p>In the “Supplier Name 1” field, enter the supplier’s “Payee’s Legal Name.” This is the parent company’s name, e.g., SMITH INC</p> <ul style="list-style-type: none"> • Use appropriate naming standards as defined in the FI\$Cal Supplier Record Naming Standards. • The field contains a maximum of 30 characters.
2.	<p>Follow the entire procedure for “Adding a New Supplier” until the record is saved and a Supplier ID is assigned, e.g., Supplier ID 0000000789.</p> <p>NOTE: If the “Duplicate Supplier Identification Number has been detected” message appears during the process (if the DBA was entered prior to the Parent), click OK.</p>
3.	You have successfully created a parent supplier record.

5.4 Setting Up the Child Record

The overall child supplier set-up process is the same as adding a regular supplier. The difference is designating the child as a “subsidiary” record. The parent record must be in Approved status before the child record can be tied to the parent record. DVPs will submit both parent and child(ren) records and the VMG will update the child(ren) records with the appropriate designators.

Step	Action
1.	<p>Start the “Add a Supplier” process. Navigate to the new vendor record’s Identifying Information page. (See “Adding a New Supplier” topic.)</p> <p>In the “Supplier Name 1” field, enter the supplier’s DBA name, e.g., JUST FOR KICKS.</p> <ul style="list-style-type: none"> • Use the appropriate naming standards from the FI\$Cal Vendor Record Naming Standards. • The field contains a maximum of 30 characters.
2.	<p>Follow the entire procedure for “Adding a New Supplier” until the record is saved and a Vendor ID is assigned, e.g., Supplier ID 0000012345.</p> <p>NOTE: The “Duplicate Supplier Identification Number has been detected” message will appear during the process. Check the Corporate Supplier box and identify the Parent Supplier number in the Supplier Relationships section on the Identifying Information tab. Click Save.</p>
3.	<p>The child supplier record will be workflowed to the VMG for approval.</p>

5.5 Updating Parent/Child Supplier Records

The following situations identify when child/parent supplier record designation changes can occur:

Situation	Action
1. A new Supplier is a parent supplier to an existing supplier.	<ol style="list-style-type: none"> 1. Add the new (parent) supplier using the normal add supplier process. <ol style="list-style-type: none"> a. Ensure the new supplier's "Supplier 1 Name" is the "Payee's Legal Name." 2. Submit a SURF with STD 204 to update the existing (child) supplier record to identify the parent on child record. On the Identifying Information tab/page, "Supplier Relationships" section, the VMG will: <ol style="list-style-type: none"> a. Ensure the (child) "Supplier 1 Name" is the DBA/subsidiary's name. b. Check the Corporate Supplier box. c. Enter the parent's Supplier ID in the "Corporate Supplier ID" field.
2. A new supplier is a child to an existing supplier.	<ol style="list-style-type: none"> 1. Add the new (child) supplier using the normal add supplier process. <ol style="list-style-type: none"> a. Verify that the new (child) supplier's "Supplier 1 Name" is the DBA/subsidiary's name. b. Check the Corporate Supplier box. c. Enter the parent's Supplier ID in the "Corporate Supplier ID" field. 2. In the existing (parent) supplier's Identifying Information tab/page, ensure the Supplier 1 Name is the "Payee's Legal Name."

Situation	Action
3. An existing supplier is a parent to an existing child supplier, or an existing supplier is a child to an existing parent supplier.	<ol style="list-style-type: none"> 1. Update the (existing) parent record, if needed. Verify that the parent supplier's "Supplier 1 Name" is the "Payee's Legal Name." 2. Update the now-child (formerly a parent) vendor-Identifying Information tab/page: <ol style="list-style-type: none"> a. Verify that the (child's) "Supplier1 Name" is the DBA/subsidiary's name. b. In the "Supplier Relationships" section, check the Corporate Supplier box. c. Enter the parent's Supplier ID in the "Corporate Supplier ID" field.

6. Payee Data Record (STD. 204)

Each supplier record is validated and approved centrally by the VMG, and must be done prior to creating a purchase order or voucher. A Payee Data Record (STD. 204, Rev. 4/2017) must accompany each supplier record request. The information on the STD. 204 must match the supplier record data.

1. The **Payee's Legal Name** box must have the supplier's legal entity's name **AND** DBA name, if available (also known as trade name or fictitious business name).

Example:

<u>STD 204 Payee Legal Name</u>	<u>FI\$Cal Format</u>
Smith Inc DBA Smith Porsche Works	SMITH INC (parent)
	SMITH PORSCHE WORKS (child)

2. A legal entity's name is:
 - The name on a purchase order and/or contract, who is legally responsible for fulfilling the transaction with the State, or
 - The name that will appear on a State voucher, check, or warrant.
3. For Suppliers that are 1099 reportable, the legal name and TIN will be validated using an IRS TIN Match process. Supplier records not meeting the IRS matching requirements will not be approved.

6.1 General Naming Standards

6.1.1 "Supplier Name 1" Field

1. In the "Supplier Name 1" field, enter the name as indicated in the STD. 204's "Payee's Legal Name" box.

- a. In the case where a legal entity has a DBA name (or subsidiary):
 - 1) Create the legal entity as a parent record, and
 - 2) Create the DBA (name) as a child record.
 - b. Refer to “Parent/Child Supplier Record Relationships” Job Aid for more information.
2. The field has a 30-character maximum
 3. Use the standard abbreviations below.

6.1.2 Letter Case and Spacing

1. Use all CAPITAL letters.
2. Enter spaces in mixed-case names as indicated on the STD. 204, “Payee’s Legal Name” box.

Example

<u>STD 204 Payee Legal Name</u>	<u>FI\$Cal Format</u>
George McKay	GEORGE MCKAY
Violet Mc Kay	VIOLET MC KAY
James Mckay	JAMES MCKAY

6.1.3 Punctuations and Symbols

1. The following are acceptable:
 - a. Hyphens (-), when they are part of the payee’s legal name.
 - b. The ampersand sign (&) if it is part of the Payee’s Legal Name or to accommodate a 30-character limit.
2. Do not use commas (,), periods (.), or any other special characters.

Example:

<u>STD 204 Payee Legal Name</u>	<u>FI\$Cal Format</u>
John Wilbur-Smith’s Tires	JOHN WILBUR-SMITHS TIRES
Trains, Planes, Automobiles and Space Ships	TRAINS PLANES AUTOMOBILES & SPACE SHIPS
Duck Toes (A Partnership)	DUCK TOES-A PARTNERSHIP

6.1.4 Prefixes, Suffixes, Titles, Numbers and “The”

1. Enter as indicated on the STD. 204, “Payee’s Legal Name” box.

Example:

<u>STD 204 Payee Legal Name</u>	<u>FI\$Cal Format</u>
Paul Smith, Jr	PAUL SMITH JR
Joseph Jacobs M.D.	JOSEPH JACOBS MD
The Greenhouse	THE GREENHOUSE
Tavern on the Green	TAVERN ON THE GREEN

6.1.5 Abbreviations

1. Never abbreviate the first word of a company or business name unless the name:
 - a. Consists of initials
 - b. Is the name of a state, or
 - c. Is INTL, NATL, or AMER
2. Universities
 - a. Formal institutions
 - 1) Always abbreviate formal institutions of education or instruction as UNIV.
 - 2) Use the following format: UNIV<space>CAMPUS.
 - b. For all other cases
 - 1) Use UNIV to accommodate the 30-character limit.
3. Acronyms
 - a. Enter acronyms if it is part of the Payee's Legal Name.

Example:

<u>STD 204 Payee Legal Name</u>	<u>FI\$Cal Format</u>
A.J. Peabody	AJ PEABODY
Nevada Chips	NV CHIPS
International Widgets	INTL WIDGETS
University of Michigan	UNIV OF MICHIGAN
International Business Machines (IBM)	INTL BUSINESS MACHINES

6.1.6 Other Common Business Name Abbreviations

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Administration	ADMIN	Developer, Development, Developmental	DEV
Advanced	ADV	Diagnostic	DIAG
Agency	AGCY	Distribution	DISTRIB
Architecture	ARCHIT	District	DIST
Associate(s)	ASSOC	Division	DIV
America(n)	AMER	Education	EDUC
Association	ASSN	Electric, Electrical, Electronic	ELEC
Auxiliary	AUX	Engineers, Engineering	ENG
Board	BD	Enterprise(s)	ENT
Brother(s)	BRO(S)	Environment , Environmental	ENVIR
Business	BUS	Equipment	EQUIP
Capital	CAP	Executive	EXEC

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Certification	CERT	Fabricators, Fabrication	FAB
Chemical, Chemistry	CHEM	Finance, Financing, Financial	FIN
Commission, Committee, Communications, Community	COMM	Foundation	FDN
Company	CO	General	GEN
Computer	COMP	Geological	GEO
Construction	CONST	Government	GOVT
Consulting, Consultants	CONSULT	Incorporated	INC
Control	CTRL	Independent	INDEP
Cooperative	COOP	Industrial, Industries	IND
Corporate, Corporation	CORP	Information	INFO
Council	COUN	Institute, Institution	INST
County	CNTY	Instruction, Instructors	INSTR
Department	DEPT	International	INTL

6.1.7 Other Common Business Name Abbreviations (cont.)

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Laboratory, Laboratories	LAB	Photography, Photographer	PHOTO
Limited	LTD	Printer, Printing	PRNT
Limited Liability Company	LLC	Private	PRIV
Machines, Machinery	MACH	Products, Production	PROD
Maintenance	MAINT	Professional	PROF
Management	MGMT	Program(s)	PROG
Mechanic(s), Mechanical	MECH	Solution	SOL
Medical, Medicine	MED	Supply, Supplies, Supplier	SUPP
Manufacture(r), Manufacturing	MFG	Surgery, Surgical	SURG
Marketing	MKTG	System(s)	SYS
Mountain	MTN	Technical, Technology, Technological	TECH
National	NATL	Telecommunications	TELECOMM
Natural	NAT	Training	TRG
Office	OFC	Transportation	TRANS
Operations	OPS	University	UNIV
Organization	ORG		

6.1.8 State of CA agencies

1. The Uniform Code Manual (UCM) format will be adopted.
2. Abbreviate the following terms:
 - a. California – CA
 - b. Department – DEPT
 - c. Office – OFC

6.2 Short Names

The supplier short name provides end users with an additional search option to locate a supplier. An automatic three-digit extension is added to the end of each supplier short name to keep them unique.

1. Use ALL CAPS when entering the short name.
2. First ten characters of Supplier Name 1:
 - a. Enter the first ten (10) characters indicated in the Supplier Name 1 field, no spaces or punctuation.
 - b. The field will auto-truncate at 10 characters.
 - c. Supplier names with less than 10 characters are acceptable (any extra spaces will auto-fill after the name).

Example:

<u>COMPANY/INDIVIDUAL</u>	<u>SHORTNAME</u>
ExxonMobil	EXXONMOBIL
Staples	STAPLES

3. Apply the following rules when creating the short name:
 - a. Initials are acceptable.
 - b. Numbers are acceptable (as indicated in the Supplier Name 1 field—spelled out or numeric format).
 - c. “The” is acceptable when it is **not** the first name in the Supplier Name 1 field. Do not use “The” when it is the first name in the Vendor Name 1 field.

Example:

<u>COMPANY/INDIVIDUAL</u>	<u>SHORTNAME</u>
The Box Store	BOXSTORE
Box the Store	BOXTHESTOR

- d. No spaces between letters.

- e. No ampersand (&).
- f. No punctuations (., ‘ “ ? ! ; :).
- g. No special characters (@ % * # \$).
- h. Do not use prefixes and suffixes.
 - 1) Business suffixes—Inc., LLC, etc.
 - 2) Individual degrees, military rank, professional title, Roman numerals (I, II, III), Jr, etc.

Example:

<u>COMPANY/INDIVIDUAL</u>	<u>SHORTNAME</u>
L R W Enterprises	LRWENTERPR
WGAC 780 AM	WGAC780AM
Just The Fax	JUSTTHEFAX
Baker & Associates	BAKERASSOC
M-P Association	MPASSOCIAT
Inn @ Ellis Square	INNELLISSQ
Party City #21	PARTYCITY2
The Citi Group	CITIGROUP
Tom Weaver, Jr	TOMWEAVER

- 4. Other government entities (non-CA state) - When the first words of a supplier's name is the name of a government entity, include it in the short name.

Example:

<u>AGENCY</u>	<u>SHORTNAME</u>
City of Smyrna	CITYOFSMYR
County of Yolo	CNTYOFYOLO

- 5. University - When the first word of a supplier's name is 'University,' use the abbreviation UNIV followed by the additional letters as the short name.

For university and colleges, use the institution's acronym.

Example:

<u>AGENCY</u>	<u>SHORTNAME</u>
California State University	CSU
University Press	UNIVPRESS
University Patrol	UNIVPATROL

6. Two last names - If the supplier has two last names or uses a hyphen between the names, enter the first name, the first last name, then the second last name. Do not include the hyphen.

Example:

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Lisa Jenkins-Hopkins	LISAJENKIN
Holly Robinson Pete	HOLLYROBIN

7. Two first names - If the supplier has two first names, enter the first name followed by the first initial of the middle name, then the last name. The second first name should be treated like a middle name and only use the initial.

Example:

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Mary Jane Smith	MARYJSMITH
Bobbi Jo Barnes	BOBBIJBARN

7. Supplier Record Address Format Standards

7.1 General Address Formats

7.1.1 State Names

- a. Abbreviate state names using the standard two-character abbreviation. (See State Abbreviation table below.)

7.1.2 Apartment/Suite/Unit Number

- a. The number should be placed on the same line as the street address and be preceded by the '#' sign.
- b. The '#' sign should be preceded and followed by a space.
- c. The “#” sign should not be used as a secondary designator if the correct designation, such as apartment or suite is known.

Example:

<u>Address</u>	<u>FI\$Cal Format</u>
1501 Maple Ave Apt. 208	1501 MAPLE AVE APT 208
212 E. Washington Ste 400	212 E WASHINGTON STE 400
1645 Johnson St #232	JOHNSON ST # 232

7.1.3 Directional Indicators

- a. Street addresses preceded by a directional indicator should be abbreviated with no punctuation marks. (For more, see [USPS Directional Indicators](#).)

Example:

<u>Address</u>	<u>FI\$Cal Format</u>
212 East Washington	212 E WASHINGTON
311 N. Hancock	311 N HANCOCK

7.1.4 Numeric Street Names

- a. For example, 7TH ST or SEVENTH ST should be spelled out only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you match (via the Pitney Bowes validation process) is spelled out.

Example:

<u>Address</u>	<u>FI\$Cal Format</u>
Third Avenue	THIRD AVE
First Street	1ST ST

7.1.5 Post Office "PO" Box

- a. It should be abbreviated as 'PO BOX.'
- b. It should be placed on a separate line if a street address is also being used.
- c. The street number and name should come first, followed by the unit or suite number.
- d. The post office box should be the last item before the city.

Example:

<u>Address</u>	<u>FI\$Cal Format</u>
Apt 2 One South Parkway	1 S PARKWAY APT 2
Post Office Box 67	PO BOX 67

7.1.6 Zip Codes

- a. Always use zip codes and zip code plus four when known.

7.2 Address Format Examples

Note: SCO Warrants will print the first 30 characters

7.2.1 When only one address is used

<u>Address Fields</u>	<u>Sample Data</u>
Supplier Name 1 (Recipient)	ABC COMPANY INC
Address Line 1 (Delivery Address)	123 MAIN ST
Address Line 2	
Address Line 3	<ALWAYS BLANK>
City	SACRAMENTO
State	CA
Zip+4 (when available)	95814-1234

7.2.2 When “ATTN” is used

<u>Address Fields</u>	<u>Sample Data</u>
Supplier Name 1 (Recipient)	ABC COMPANY INC
Address Line 1 (Group, Dept. or Division)	ACCOUNTING
Address Line 2 (Delivery Address)	123 MAIN ST
Address Line 3	<ALWAYS BLANK>
City	SACRAMENTO
State	CA
Zip+4 (when available)	95814-1234

7.2.3 When secondary unit designator (Suite, Unit, etc.) is used

<u>Address Fields</u>	<u>Sample Data</u>
Supplier Name 1 (Recipient)	ABC COMPANY INC
Address Line 1 (Delivery Address)	123 MAIN ST STE 100
Address Line 2	
Address Line 3	<ALWAYS BLANK>
City	SACRAMENTO
State	CA
Zip+4 (when available)	95814-1234

7.2.4 When two addresses (street and PO Box or vice versa) are used

<u>Address Fields</u>	<u>Sample Data</u>
Supplier Name 1 (Recipient)	ABC COMPANY INC
Address Line 1 (Delivery Address)	PO Box 123
Address Line 2	123 MAIN ST STE 100
Address Line 3	<ALWAYS BLANK>
City	SACRAMENTO
State	CA
Zip+4 (when available)	95814-1234

7.2.5 When “ATTN” and Division are used

<u>Address Fields</u>	<u>Sample Data</u>
Supplier Name 1 (Recipient)	ABC COMPANY INC
Address Line 1 (Delivery Address)	ATTN SYLVESTER JONES ACCOUNTING
Address Line 2 (Attention to, Division)	PO BOX 1234
Address Line 3	<ALWAYS BLANK>
City	SACRAMENTO
State	CA
Zip+4 (when available)	95814-1234

*If

Supplier has a second address (e.g., a street address), only the intended delivery address is entered. Do not enter both PO Box and street address on the same line.

7.3 Other Standard Address-Related Abbreviations

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Place	PL
Branch	BR	Plaza	PLZ
Building	BLDG	Point	PT
Center	CTR	Ranch	RNCH
Circle	CIR	Ridge	RDG
County	CNTY	River	RIV
Court	CT	Road	RD
Department	DEPT	Room	RM
Drive	DR	Route	RTE
Expressway	EXPY	Rural Route	RR
Floor	FLR	Square	SQ

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Highway	HWY	Street	ST
International	INTL	Suite	STE
Junction	JCT	Summit	SMT
National	NATL	Terrace	TER
Landing	LNDG	Trail	TR
Lane	LN	Valley	VLY
Loop	LP		

For more, see [USPS Street Suffix Abbreviations](#)

7.4 State Abbreviations

<u>State</u>	<u>Abbrev</u>	<u>State</u>	<u>Abbrev</u>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV

Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

7.5 Geographic Directional Abbreviations

<u>Direction</u>	<u>Abbrev</u>	<u>Direction</u>	<u>Abbrev</u>
North	N	Northeast	NE
East	E	Southeast	SE
South	S	Southwest	SW
West	W	Northwest	NW

8. International Address

General Requirements

- The bottom line of the address should show only the COUNTRY name, written in full (no abbreviations).
- DO NOT PLACE THE POSTAL CODES (ZIP CODES) OF FOREIGN COUNTRY DESTINATIONS ON THE LAST LINE OF THE ADDRESS.

<i>Example:</i>	INGE DIETRICH-FISCHER HARTMANNSTRASSE 7 5300 BONN 1 FEDERAL REPUBLIC OF GERMANY
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Canada Only – Either of the following address formats may be used when the postal address delivery zone is included in the address.

<i>Example:</i>	MS HELEN SAUNDERS 1010 CLEAR STREET OTTAWA ON K1A OB1 CANADA
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Canadian Provinces - The following are the two-character abbreviations for the Canadian provinces and territories.

<u>Province</u>	<u>Abbreviation</u>	<u>Province</u>	<u>Abbreviation</u>
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK

Northwest Territories	NT	Yukon Territory	YT
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